

## FINANCE COMMITTEE

### MINUTES

The Finance Committee of the City of Willmar met on Thursday, March 21, 2019 in Conference Room No. 1 at the City Office Building.

Present:	Audrey Nelsen	..... Chair
	Rick Fagerlie	.....Vice Chairman
	Andrew Plowman	.....Member
	Julie Asmus	..... Member

Others present: Finance Director Steve Okins, Parks & Rec Director Rob Baumgarn, and West Central Tribune Reporter Shelby Lindrud

#### Item No. 1      Call to Order

The meeting was called to order at 5:15p.m.

#### Item No. 2      Public Comments

There were no comments from the public.

#### Item No. 3      Recommended Action Items for the Council

##### Municipal State Aid Revocation and Designation (Resolution)

Staff explained to the Committee that currently 28<sup>th</sup> Street SW from Trott Avenue to TH 12, Airport Drive From 23<sup>rd</sup> Street to Trott Avenue, and Arena Drive from Transportation Road to Civic Center Drive are part of the City's Municipal State Aid needs. However, it is being recommended that the extension of Civic Center Drive from Technology Drive to County Road 9 and Trott Avenue SW from 28<sup>th</sup> Street SW to County Road 5 be designated to replace them.

After discussion, it was moved by Councilmember Fagerlie and seconded by Councilmember Asmus to introduce a Resolution approving revoking 28<sup>th</sup> Street SW from Trott Avenue to TH 12, Airport Drive From 23<sup>rd</sup> Street to Trott Avenue, and Arena Drive from Transportation Road to Civic Center Drive and adding the designation of Civic Center Drive from Technology Drive to County Road 9 and Trott Avenue SW from 28<sup>th</sup> Street SW to County Road 5 for Municipal State Aid.

##### Establish Fees, Permits, License, and Rental Fees (Resolution)

The committee reviewed a recommendation to update the schedule of fees for services, permits, licenses, and rental rates for the City. Historically, various departments of the City have established charges, fees and rental rates for myriad programs offered Willmar citizens which are reviewed annually by staff.

After review of the changes and overall fees schedule, it was moved by Councilmember Fagerlie and seconded by Councilmember Plowman to introduce a resolution to adopt the 2019 Fee Schedule as presented.

##### Otto Bremer Grant Application (Motion)

Staff presented a request from the Parks & Rec Department to apply for an Otto Bremer Foundation grant to receive dollars to be used toward the Willmar Bike Share and Cycling Without Age Programs. In 2018 the City of Willmar approved the launch of a bike share program to begin in May 2019 which includes

the purchase of 40 bikes and 10 docking stations. The initial investment and year one costs, estimated to be \$46,500, are fully funded through partnerships and other grants. The annual software fees and anticipated bike maintenance expenses total \$5,200. The City and Willmar Bikes Committee are seeking additional grants and sponsorships to offset these operating costs. The Cycling Without Age Program is a community project that allows for a volunteer bicyclist to bring one or two passengers for a ride on the front seat of the trishaw bike. This program is based on generosity and kindness while enjoying the outdoors by bike. Bethesda has one bike fully funded for \$8,700. Between Bethesda and the City, it is hoped to purchase a total of ten bikes.

If this grant application is awarded, the City and Bethesda could receive up to \$50,000 in additional funds to promote and market the bike share program.

After discussion, it was moved by Councilmember Asmus and seconded by Councilmember Plowman to authorize the Mayor and City Administrator to submit the grant application to the Otto Bremer Foundation for the Bike Share/Cycling Without Age Programs for an amount up to \$50,000.

Item No. 4      Information Items Discussed

2018 Rice Trust Activity and Balances (Information)

The Committee reviewed the 2018 Rice Trust Statement.

Local Option Sales Tax Effective Date (Information)

Staff presented a copy of the bill introduced in the House of Representatives and reported that the Senate Bill is being presented on March 28, 2019. With the last day of the legislature's session projected for May 20th, it was noted that the City Council is scheduled to meet that evening so there is a possibility that the ordinance could be introduced at that meeting along with setting a future public hearing on the local option sales tax. Once that has been completed, the Secretary of State needs to be notified, plus, the Dept of Revenue requires a 90 day notice to implement the tax which can only be established as of the 1<sup>st</sup> day of a quarter. Consequently, at this time, the earliest implementation date for the local option sales tax is projected to be October 1, 2019. Discussion included whether or not the Cambridge Project could be partially funded through the local option sales tax. This will all be brought back to the Finance Committee at a future meeting to receive updates and continue discussion.

Review Meeting Schedule (Information)

The Committee reviewed the Future Meeting Schedule. Items included for April 4<sup>th</sup> were Unaudited Financial Report, Industrial Development Budget Amendment, Waste Treatment Rat Study, Bernick's Bike Share Grant Budget Amendment, 1<sup>st</sup> Quarter 2019 Budget Amendments, Tax Abatement/Tax Increment Discussion, and Deferred/Suspense Assessments. Items projected for April 18<sup>th</sup> were the March Monthly Report, the City Comprehensive Assessment Policy Discussion, the WYE Utility Funding, the Cambridge Project Funding, and the Robbins Island Shelter.

There being no further business to come before the Committee, the meeting was adjourned at 6:05 PM by Chair Nelsen.

Respectfully submitted,



Carol Cunningham  
Accounting Coordinator